Circular to Parents and Students

Dear Parents,

The following information sheets/documents are distributed:

1. **Arrangements in time of tropical cyclones and heavy persistent rain.**
   In time of tropical cyclone and heavy persistent rain, the school will have special arrangements in different occasions. Students should keep the information sheet for reference. In time of drastic change of weather during school time, the school would inform parents of the contingency arrangement through SMS. So remember to update your parents’ mobile phone number with the school.

2. **School rules, Examination rules and Guidelines for School Uniform**
   Students should be familiar with the school rule and examination rules and abide by them. They should wear school uniform whenever they come to school.

3. **Absence, lateness, early leave and discontinuation**
   Please read the information sheet carefully and follow the instructions to ask for permission/pardon. Students should make it a practice to follow regulations in doing things.

Roger LEE
Principal
(一) 熱帶氣旋及持續大雨安排
本校熱帶氣旋及持續大雨之安排通告已隨本通告派發，請家長妥為保存，以備查閱。此外，在上課期間遇上突變天氣，本校將以短訊通知家長有關學校的應變措施和特別安排，請家長務必更新手機資料，以便聯絡。

(二) 英華書院校規、校服指引
新修訂的校規及校服指引已隨本通告派發，請同學注意其中內容，嚴格遵守。

(三) 請假、遲到、早退和退學
請假、遲到、早退和退學須知已隨本通告派發，請依其中所列程序辦理手續。同學應養成守時及按正常程序做事的習慣，將來做事才會有條理。
When severe/adverse weather prevails:

1. School will suspend when:
   - Tropical Cyclone Warning Signal No.8 or above is issued by Hong Kong Observatory.
   - Red or Black Rainstorm Warning Signal is issued by Hong Kong Observatory before lesson time (school starts).
   - Announcement of school suspension is made by Education Bureau.
   - Adverse weather and/or emergency in the school vicinity is announced over the radio.

2. Special actions/arrangements to be taken:

<table>
<thead>
<tr>
<th>Circumstances</th>
<th>Actions to be taken</th>
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<tbody>
<tr>
<td><strong>Before 6:15 AM</strong></td>
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<tr>
<td>1. Tropical Cyclone Warning Signal No.8 or above is issued</td>
<td>1. School suspends</td>
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<tr>
<td>2. Red or Black Rainstorm Warning Signal is issued</td>
<td>2. School premises close</td>
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<td>3. Announcement of school suspension by Education Bureau</td>
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<td><strong>During 6:15 AM to school starts</strong></td>
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<tr>
<td>4. Tropical Cyclone Warning Signal No.8 or above is issued</td>
<td>1. School suspends</td>
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<tr>
<td>5. Red or Black Rainstorm Warning Signal is issued</td>
<td>2. School premises remain open and staffed for arriving students</td>
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<tr>
<td>6. Announcement of school suspension by Education Bureau</td>
<td>3. School Emergency Team will arrange them to return home under safe conditions</td>
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<td><strong>During lesson time</strong></td>
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<tr>
<td>7. Tropical Cyclone Warning Signal No.8 or above is issued</td>
<td>1. School suspends</td>
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<td></td>
<td>2. School Emergency Team will arrange students to leave school for home under safe conditions</td>
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<td></td>
<td>3. School premises will be closed only after all students have left safely</td>
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<td><strong>During lesson time</strong></td>
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<td>8. Red or Black Rainstorm Warning Signal is issued</td>
<td>1. Lessons continue until the end of normal school hours</td>
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<td></td>
<td>2. After school, Emergency Team will arrange students to return home under safe conditions</td>
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<td></td>
<td>3. School premises will remain open and staffed until all students have left safely</td>
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</table>
3. Parents should instruct their sons well in advance what to do should adverse weather strike. For example, they can tell their sons to:
   - stay in school until family members arrive to fetch them;
   - contact a close relative when they fail to get in touch with their parents;
   - inform or contact their teachers for help.

4. If the announcement of school suspension is made by Education Bureau after 6:15 AM, teacher on-duty will take attendance for arriving students, who should phone up their parents to report their safety and seek advice as to whether to leave school for home independently.
   Arriving students can stay in school premises until weather conditions improve.

5. Even when Education Bureau has announced that lessons should resume, parents can decide not to allow their sons to set out for school in case conditions (including transport, weather, road) in their residing areas remain adverse.

6. Students who fail to attend school tests/examinations punctually due to adverse weather conditions will not be penalised. Neither late comers (from rural areas/outlying islands) be punished if their travel to school has been affected by adverse weather. Parents should make wise decisions on their sons’ school attendance according to conditions in their residing areas.

7. In case of unanticipated school suspension during examination period due to adverse weather conditions, the subjects examined will be postponed to the last day of examination schedule, at the original scheduled time.

8. Please phone up 2336 3388 or 2336 8838 (General office) for enquiry of school arrangements under adverse/bad weather.
Ying Wa College School Rules

The spirit of the school rules

School rules for all students for the good of themselves and the school.

1. ATTENDANCE
   1.1 Students must be punctual for all lessons and school activities.
   1.2 Lateness, early leave and absence must be explained. Otherwise it will be seen as truancy.
   1.3 A medical certificate is needed for any sick leave during the examination period or one week prior to the start of the examination.
   1.4 No student should leave the school except during lunch break.

2. SCHOOL UNIFORM
   2.1 A proper school uniform is needed for school or off-campus extra-curricular activities. Refer to Annex I for guidelines of school uniform.

3. GENERAL CONDUCT
   3.1 All school reports and letters to the school should be signed properly by parents or guardians. Signatures of other parties should be explained with reasons and kinship. Falsifying parents' signatures is a serious offence.
   3.2 Students should always queue for service in the Book Centre, the School Canteen and in the public.
   3.3 Students should not run or chase in the corridor.
   3.4 Card games, ball games, running, drinks and food are not allowed in classrooms.
   3.5 Students should greet all incoming or outgoing teachers and guests politely.
   3.6 Students should follow the seating plan.
   3.7 Students should not leave their classrooms during a lesson without their teacher’s permission.
   3.8 On hearing the bell, students should immediately return to their classrooms.
   3.9 Students should respect teachers, staff, janitors and prefects at all times.
   3.10 Gambling, fighting, cheating, stealing, dishonesty and damaging school facilities are serious misbehaviour and will be punished severely.
   3.11 Spitting, foul language, smoking and drinking are not allowed.
   3.12 Outsiders are not allowed in school activities without permission.
   3.13 Students should behave in a way that will do good to the school name.
   3.14 Students should not visit video-game centres or snooker poolrooms in school uniform.
   3.15 While students should enjoy freedom of religious, they must show respect for the Church of Christ in China’s beliefs. They should not take part in any anti-Christian activities.
   3.16 Students should make good use of the freedom of speech and should not speak in a way that will attack or harm the others.
   3.17 Students should respect all rights of their fellow students.
   3.18 Students must bring along their Student Identity Cards at all times.
   3.19 Without school’s permission, students should not bring any items not needed for learning activities. (Refer to Annex II)
   3.20 Dangerous articles and indecent reading materials must not be brought to school.

4. USE OF FACILITIES
   4.1 School should be kept tidy and clean. All school facilities should be used with good care.
   4.2 Students should not leave their personal belongings in the classroom after school. Students may keep them in their own lockers.
   4.3 Students should not use blackboards, chalk, dusters, bulletin boards, air-conditioner, equipment inside the teacher’s bench and projector without teacher’s permission.
   4.4 Keys to all facilities on school premises must not be duplicated or kept by students without the school’s permission.
   4.5 Students cannot enter other classrooms, the roof top, the hall, the staff room, the office, special rooms, music practice rooms, laboratories and Primary School Section without permission.
   4.6 Students are not allowed to use the canteen and info-kiosk during or between lessons.
   4.7 Students should not stay on school premises before or after school hours.
1. The spirit of the school uniform

1.1 Whenever students are at school or representing the school in activities outside the school, they must wear the school uniform properly. Their uniforms should be clean and tidy.
1.2 The school uniform should be modest, clean and tidy.
1.3 Students should not try to modify school uniform to follow the fashion.

2. Features of the standard school uniform

2.1 Trousers:
   2.1.1 Grey in colour.
   2.1.2 The trousers must be straight-legged.
   2.1.3 The width of the trousers must be appropriate.

2.2 Shirt:
   2.2.1 White with no hidden patterns.
   2.2.2 The shirt must have a breast pocket on the left. The school badge should be knitted on the breast pocket of the summer shirt.
   2.2.3 The style of the shirt should be plain and presentable but not trendy or unusual.
   2.2.4 In summer, except for the collar, the shirt should be completely buttoned up.
   2.2.5 The shirt should not be made of linen or silk.
   2.2.6 The shirt should be tucked into the trousers.
   2.2.7 The sleeves of short-sleeved shirts should not be rolled up.
   2.2.8 Underneath the shirt, only a white under shirt or the school’s house T-shirt can be worn.

2.3 Belt:
   2.3.1 Plain in black leather.
   2.3.2 The belt must be made of leather.
   2.3.3 The width of the belt must be appropriate.

2.4 Hair:
   2.4.1 Must be kept in a natural, clean and tidy state.
   2.4.2 Hair must not be too long or too thick. It should not cover the eyes or ears or reach the collar.
   2.4.3 No dyeing or perming of hair is permitted except dyeing the hair black.

2.5 Socks:
   2.5.1 Only white socks are allowed.
   2.5.2 Socks must be of appropriate length.

2.6 Shoes:
   2.6.1 Shoes and shoelaces must be black.
   2.6.2 Sports shoes should be worn during PE lessons.
   2.6.3 Shoes should be unadorned.

2.7 Sweater:
   2.7.1 The colour should be dark blue and that match closely the colour of the school jacket.
   2.7.2 The sweater must have buttons at the front or a V-neck.
   2.7.3 Long-sleeved sweaters or sleeveless V-neck sweater can be worn.
   2.7.4 The metal school badge should be attached to the sweater when it is worn.

2.8 Tie:
   2.8.1 The school tie must be worn with the winter school uniform. The collar should be buttoned up when they are worn.
   2.8.2 A knitted school badge on the shirt is not needed when the school tie is worn.

2.9 School jacket:
   2.9.1 The jacket must be dark blue and made of flannel. The school badge should be knitted on the left pocket.
   2.9.2 Sleeves must not be rolled up.
2.10 Other types of jacket:
   2.10.1 If the temperature in the morning is 10°C or below, students can wear a down
   jacket or a Chinese (cotton-padded) jacket. The colour of the jacket should
   be dark blue.

2.11 Scarves and gloves:
   2.11.1 If the temperature in the morning is 10°C or below, students can wear scarves
   and gloves. However, the scarves and gloves must be white, dark blue or
   black.
   2.11.2 Scarves or gloves should not be worn indoors.

2.12 Sportswear:
   2.12.1 Students must wear white socks, sports shoes, black pants and House
   sportswear for PE lessons. In winter, they may wear an additional black
   Ying Wa Sweater.

2.13 Others:
   2.13.1 Accessories should not be worn.
   2.13.2 Sunglasses, coloured glasses or contact lenses or those that can change
   colours are not allowed.
   2.13.3 Only badges or accessories of clubs and houses of the school should be
   worn.

All students must follow the above rules about clothing at school. Students will be told of any changes.

ANNEX II

Items Not Allowed at School

Students should not bring the following items not needed for learning activities, such as video
 games, personal music or video players, cameras and video cameras.

Rules of Bringing Mobile Phone

Mobile phones may disturb lessons, and if students do not take good care of them, problems like
losses or thefts may arise. Therefore, students are not advised to bring mobile phones to school.

General rules:
1. At school, students must turn off their mobile phones and keep them in their lockers.
2. No use of mobile phones by students is allowed at school.

Disciplinary Measures

1. The mobile phone or the above-mentioned device belonging to the offending student will be
   kept temporarily by the school. The device will be kept for one month in the case of a first
   offence, two months for the second time and so on and so forth.
2. If parents wish to claim the device back earlier, they should provide the school with a
   written explanation and collect the device from their child's class teacher in person.
3. The offending student concerned will receive disciplinary punishment.
Disciplinary Measures of Late Submission of Homework and Late for School

1. Measures to be taken against students who fail to submit homework:
   - Failure to hand in homework six times within a term 1 black mark
   - Failure to hand in homework eight times within a term 2 black marks
   - Failure to hand in homework ten times within a term 1 minor demerit
   And so on. The system starts all over again when a new term begins.

2. Measures to be taken against students who are late for school:
   - Late for school six times within a term 1 black mark
   - Late for school eight times within a term 2 black marks
   - Late for school ten times within a term 1 minor demerit
   And so on. The system starts all over again when a new term begins.

Awards and Punishments

1. Students who perform well in school work and social service will be given prizes, merits or certificates.

2. Students breaking school rules will be punished with detention, black marks, class suspension, school suspension or expulsion.

3. Serious offenders will have major demerits recorded as decided by the Discipline Committee.

4. Students who damage public or private property on purpose must pay for the damage and accept any punishment.

5. Parents will be told of their son’s misbehaviour at school, so that they can work together with school to help correct their child’s mistakes.
Uniform Test / Examination Regulations

1. Students can take exams or tests only when they have submitted all necessary homework.

2. During the Examination Period and in the week before it, students will not be granted leave of absence for personal reasons. Sick leave will be accepted only if a letter of notification signed by a parent or guardian and a medical certificate can be produced disregarding the number of days of absence. Application for the make-up exams (with 10% taken off the total mark) will be considered. Failure to submit the required letter of notification and medical certificate will result in a student’s absence being considered truancy.

3. If a student is late for an exam for more than fifteen minutes without cause, the school reserves the right to bar him from taking the exam or to adjust the mark he obtains in the exam concerned. If a student is late for an exam for more than half an hour, he may be given a mark of zero for the exam.

4. Unless special circumstances warrant an absence and the invigilator’s approval has been obtained, otherwise no candidates will be allowed to leave the exam centre/room throughout the course of an exam. Any candidate who leaves without cause will get a mark of zero for the exam.

5. Exam papers which have not been handed over to the invigilator will get a mark of zero.

6. Students must always remain where they are seated during an exam. If a candidate wishes to go to the toilet, he must first ask for the invigilator’s permission when going to the toilet.

7. Students should bring along all necessary stationary or calculator to the examination.

8. Unless the instructions for an exam paper permit the use of a calculator, otherwise no calculators can be used. Any unwarranted use of a calculator will be regarded as a form of cheating. Any calculator used in an exam must be the same as one of those on the “HKEAA approved list of calculators.”

9. A candidate must sit at the desk that has been assigned to him. He cannot move to another desk without permission from the invigilator.

10. Students must keep quiet after entering the exam centre/room. At the end of an exam, when all exam papers have been collected by the invigilator, students must not start looking round or talking. If they do, their action will be considered a form of cheating.

11. Students who cheat in an exam will receive no marks for the subject concerned and will get demerits from the Discipline Committee.

12. Students should not loiter or shout outside the exam centre/room when an exam is over. Students who fail to comply may be liable to disciplinary action by the Discipline Committee.
S5 and S7 Mock Examination Regulations

1. Students must take exams on all the subjects they have chosen to study. However, they can take exams only when they have submitted all necessary homework.

2. During the Examination Period and in the week before it, students will not be granted leave of absence for personal reasons. Sick leave will be accepted only if a letter of notification signed by a parent or guardian and a medical certificate can be produced disregarding the number of days of absence. Application for the make-up exams (with 10% taken off the total mark) will be considered. Failure to submit the required letter of notification and medical certificate will result in a student’s absence being considered truancy.

3. If a student is late for an exam for more than fifteen minutes without cause, the school reserves the right to bar him from taking the exam or to adjust the mark he obtains in the exam concerned. If a student is late for an exam for more than half an hour, he may be given a mark of zero for the exam.

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Discipline Committee

3rd September, 2007
校規精神
各項規則，全體學生必須共同遵守，以保持良好校風。

1. 出席
1.1 須養成守時習慣，準時上課及出席學校指定之活動。
1.2 須遵守請假、早退和遲到的程序，如有需要，請提供有關的證明。無故缺席者，作曠課論。
1.3 考試前一星期及考試期間因病缺席者，不論天數，必須呈交醫生證明書。
1.4 除午膳時間外，未經批准，不得擅自離開校舍。

2. 校服
2.1 學生回校及代表學校參加對外活動時，必須穿著整潔校服，不得標新立異。詳見於校服指引（附件一）。

3. 一般操行
3.1 往來信件及成績報告等文件須經家長或監護人簽署，不得冒簽或代簽。其他人士須註明親屬關係及解釋代家長發信之理由。
3.2 在膳堂或書簿售賣處購物，須列隊靜候。在公眾場所，亦宜遵守秩序。
3.3 不得在走廊追逐嬉戲。
3.4 課室內嚴禁牌戲、飲食、追逐奔走或任何球類活動。
3.5 對教師及來賓須有禮，迎送時應肅立致敬。
3.6 須按照編定之座位表就坐。
3.7 上課時，先得到教師批准，方可離開課室。
3.8 上課鐘響後，應盡快返回課室，安坐靜候。
3.9 須尊重師長、職員、校工及領袖生。
3.10 不得擅自邀請外人參與學校活動。
3.11 在校外必須保持高度自律精神，以免影響校譽。
3.12 除經申請後得到校方特別批准外，所有違禁品（見附件二）一概不准攜帶回校。
3.20 除經申請後得到校方特別批准外，所有違禁品（見附件二）一概不准攜帶回校。

4. 使用設施規則
4.1 應保持校園整齊清潔，愛護公物。
4.2 放學後學生必須帶走所有個人物件，或將物品存放個人儲物櫃內。
4.3 課室內嚴禁牌戲、飲食、追逐奔走或任何球類活動。
4.4 不得擅自攜帶危險品或不良讀物回校。
4.5 不得擅自進入別班課室、天台、禮堂、教員室、校務處、特別課室、音樂練習室、實驗室及小學部。
4.6 上課時或轉堂時不得進入膳堂或使用資訊終端機。
4.7 未經批准，不得在非開放時間內流連校舍。
附件一

校服準則指引

1. 校服精神

1.1 學生回校及代表學校參加對外活動時，均須穿著整潔校服。
1.2 校服以淳樸、整潔、自然大方為準。
1.3 校服不得標奇立異：例如穿戴飾物、趕時髦等。

2. 校服準則

2.1 褲:
   2.1.1 純灰色西褲。
   2.1.2 直腳。
   2.1.3 闊度要適中。

2.2 恤衫:
   2.2.1 純白色，無暗花。
   2.2.2 左胸袋。夏季恤衫須在左胸衣袋縫布校徽。
   2.2.3 款式須樸實大方，不應趕時髦或標新立異。
   2.2.4 當穿著夏季恤衫時，除頸喉鈕外，其他鈕扣必須扣上。
   2.2.5 恤衫末端應束在褲內。
   2.2.6 不應穿著麻質或絲質恤衫。
   2.2.7 短袖恤衫不得摺起衫袖。
   2.2.8 恤衫內必須穿著社運動衣或純白色不外露之汗衣。

2.3 皮帶:
   2.3.1 純黑色，不可有任何花紋。
   2.3.2 只可使用皮質腰帶。
   2.3.3 闊度要適中。

2.4 頭髮:
   2.4.1 要保持清潔、整齊、自然。
   2.4.2 長度必須適中而薄。髪長不能遮眼、蓋耳，亦不可觸及衣領。
   2.4.3 不准電髪或染髪（將髪染黑除外）。

2.5 襪:
   2.5.1 白襪。
   2.5.2 長度要適中。

2.6 鞋:
   2.6.1 純黑色皮鞋、鞋帶。
   2.6.2 體育課須穿著運動鞋。
   2.6.3 不應有鞋飾。

2.7 毛衣:
   2.7.1 純深藍色（與校褸顏色相近）。
   2.7.2 可穿對胸或V領毛衣。
   2.7.3 可穿長袖或背心毛衣。
   2.7.4 須在毛衣上掛上鐵校章。

2.8 領帶:
   2.8.1 穿冬季校服時，必須結上學校領帶，頸喉鈕必須扣上。
   2.8.2 冬季校服領帶可代替恤衫上之布校徽。
2.9 校褸:
2.9.1 深藍色絨質外褸，左胸前袋須固縫校徽。
2.9.2 不可將袖摺起。

2.10 其他外套:
2.10.1 如早上氣溫為攝氏十度或以下，才可穿著其他禦寒衣服如羽絨褸、棉褸等，顏色宜為深藍色。

2.11 頸巾及冷手套:
2.11.1 如早上氣溫為攝氏十度或以下，學生可穿戴頸巾及冷手套，但只限純白色、純深藍色或純黑色。
2.11.2 學生進入室內不可再穿戴任何頸巾或手套。

2.12 體育制服:
2.12.1 上體育課時，學生須穿著社際運動服裝、黑色運動褲、運動鞋、白襪。在冬季時，學生可加穿黑色英華衛衣。

2.13 其他:
2.13.1 不可佩戴任何飾物。
2.13.2 不可戴太陽眼鏡、變色或有色鏡片之眼鏡或隱形眼鏡。
2.13.3 除學校認可之社徽及會徽外，不得有其他徽章或裝飾品。

上述「校服準則指引」，各同學必須經常注意遵守。日後若有任何更改，將另行通告。

附件二

嚴禁攜帶之非上課用品

遊戲機、個人影音用品、相機及攝錄機等均屬本校學生嚴禁攜帶之非上課用品。

攜帶流動電話守則

鑑於流動電話可能對上課造成滋擾，而且容易因學生保管不妥善，造成遺失或失竊等問題，本校並不贊成學生將流動電話攜帶回校。

一般守則:
1. 學生回校後必須關上流動電話並存放於課室內之個人貯物櫃內。
2. 學生不得在學校範圍內使用流動電話。

違規者之罰則

1. 違反守則之同學，校方將暫代保管其電話或上述物品。初犯者之有關物品須由校方保管一個月，再犯者兩個月，如此類推。
2. 若家長需提早領回被暫代保管之電話或上述物品，須書面解釋並親自到校向班主任領取。
3. 有關同學將受紀律處分。
欠交功課及遲到之罰則

1. 欠交功課之同學處理方法如下：

一學期內累積六次
一學期內累積八次
一學期內累積十次
如此類推。下學期則重新計算。

2. 遲到之同學處理方法如下：

一學期內累積六次
一學期內累積八次
一學期內累積十次
如此類推。下學期則重新計算。

獎勵及懲處

1. 學生之學行成績優良者，校方將以頒發獎品、獎狀、記優點或公開表揚等形式獎勵。

2. 學生違反校規，其懲戒辦法分為留堂、記過、停課、停學及開除學籍。

3. 學生犯嚴重過失須記過者，經訓導委員會調查裁定，方予記過並紀錄在案。

4. 學生如破壞公物或損毀他人財物，必須按價賠償外，校方得依其嚴重性予以處分。

5. 記過之學生，其犯規情形及懲戒經過，由校方通知家長，以期該生在共同督導勸勉之下，收悔改之實效。
附件五

測驗/考試守則

1. 學生必須交齊學期內各科功課，方可參加測驗/考試。

2. 學生在考試前一星期及考試期間不得請事假。如因病請假，不論天數，必須呈交經家長或監護人簽署的請假信，及醫生證明書或有關之證明，方可申請補考，分數以90%計算。否則作曠課處理，而缺席試卷作零分計算。

3. 考試時，學生無故遲到超過十五分鐘者，校方有權取消或另行計算該科考試之分數；若遲到超過三十分鐘者，該科積分可能作零分計算。

4. 除因特殊事故及經監考老師批准，學生不得擅自離開試場或早退，否則該科以零分計算。

5. 在學生離開試場後，所有漏交之試卷作零分計算。

6. 學生不得擅離座位。如須往洗手間，必須由監考老師批准。

7. 學生在考試時必須備齊所需的計算機、文具等。

8. 除試卷列明外，不得使用計算機，如有違犯，以作弊論。而學生使用之計算機，必須為「香港考評局準用計算機型號清單」上所列之型號。

9. 學生須依編定之座位就坐，不得擅自調動。

10. 學生進入考場後，必須保持安靜；在交卷後，亦不得左顧右盼，更不得與同學交談。違者以作弊論。

11. 學生在考試中作弊，除取消該科考試分數外，將交訓導委員會予以記過處分。

12. 每節考試結束後，學生不得在試場外徘徊及大聲喧囂，如有違犯，交訓導委員會酌情予以懲處。

中五及中七模擬考試守則

1. 學生必須參加所有選讀科目考試及必須交齊學期內各科功課，方可參加考試。

2. 學生在考試前一星期及考試期間不得請事假。如因病請假，不論天數，必須呈交經家長或監護人簽署的請假信，及醫生證明書或有關之證明，方可申請補考，分數以 90% 計算。否則作曠課處理，而缺席試卷作零分計算。

3. 考試時，學生無故遲到超過十五分鐘者，校方有權取消或另行計算該科考試之分數；若遲到超過三十分鐘者，該科積分可能作零分計算。

4. 除因特殊事故及經監考老師批准，學生不得擅自離開試場或早退，否則該科以零分計算。在學生離開試場後，所有漏交之試卷作零分計算。

5. 學生不得擅離座位。如須往洗手間，必須得監考老師批准。

6. 學生在考試時必須帶備所需的計算機、文具等。

7. 除試卷列明外，不得使用計算機，如有違犯，以作弊論。而學生使用之計算機，必須為「香港考評局准用計算機型號清單」上所列之型號。

8. 學生須依編定之座位就坐，不得擅自調動。

9. 學生進入考場後，必須保持安靜；在交卷後，亦不得左顧右盼，更不得與同學交談。違者以作弊論。

10. 學生在考試中作弊，除取消該科考試分數外，將交訓導委員會予以記過處分。

11. 每節考試結束後，學生不得在試場外徘徊及大聲喧囂，如有違犯，交訓導委員會酌情予以懲處。

訓導委員會
2007 年 9 月 3 日
請假、遲到、早退和退學

甲．請假

一．請事假手續:
(1) 學生因事請假須先向班主任呈交家長或監護人簽署的請假信，內詳請假之理由及時間，由班主任轉往校務處登記和批准。
(2) 學生請事假之理由不充分者，校方得拒絕批准。
(3) 如事後補假之理由不充分或欠辦補假手續者，作曠課論。

二．請病假手續:
(1) 學生如因病請假一天或兩天者，必須於回校當日向班主任呈交家長或監護人簽署的請假信，由班主任轉往校務處登記和銷假。
(2) 學生如因病請假超過兩天者，必須於回校當日向班主任呈交家長或監護人簽署的請假信，並同時附上醫生紙或有關的證明，經班主任簽閱後，轉往校務處登記和銷假。凡未能提出適當之證明者，作曠課論。

三．補假手續:
(1) 學生如因特殊事件而須請假(非病假)，惟事先未能向校方請假者，須事後辦理補假手續：於回校當日向班主任呈交經家長或監護人簽署的請假信，由班主任轉往校務處登記和銷假。惟請假理由不充分者，可作曠課論。
(2) 如請假超過七天者，必須於請假後第三天由家長或其本人通知校方，說明請假理由，並須於回校當日辦理補假手續。

四．考試請假:
學生在考試前一星期及考試期間不得請事假，如因病請假，不論天數，必須呈交經家長或監護人簽署的請假信，及醫生紙或有關的證明，否則作曠課論。

乙．遲到

一．學生須於上課鐘聲響前回校，否則作遲到論。於教師點名後始進入課室者，亦作遲到論。

二．所有遲到的學生均須向當值領袖生或工友出示學生證，領取遲到紙，方可進入課室。

三．凡學生遲到超過第一節上課時間三十分鐘者，作為遲到及該節缺席論。學生須於當日向該節授課老師提出書面通知及於翌日向班主任呈交家長或監護人簽署的請假信，由班主任簽閱並轉往校務處登記。

四．經常遲到之學生將受到下列處分：
(1) 每學期累積遲到六次，記缺點一次。
(2) 每學期累積遲到八次，記缺點兩次。
(3) 每學期累積遲到十次，記小過一次。

Ying Wa College 2007-2008
丙．早退

一．學生未經校方許可而早退者，作曠課論。

二．學生如因感不適，或因校方特許必須早退者，應先向校務處領取「早退紙」，說明理由，交與班主任或負責老師簽署，經校務處通知家長及在早退紙上簽署或蓋上校印證明，始可離校。

三．除校方特許可以早退者外，凡早退的學生，應於回校當日辦理補假手續，否則作曠課論。

丁．退學

學生如中途退學，家長或監護人必須函知校方，並在函內簽署或加蓋印鑒，說明該生自何時起退學，並須即時交回一切屬於校方的物品，如儲物櫃匙、學生證、學生乘搭車船優待證、圖書證及借閱圖書等。

附 註

學生曠課可被校方記過或著令停課。
熱帶氣旋及持續大雨之安排

學校在遇到風暴或持續大雨之應變措施及安排如下:

一．學校在下列情況下停課:

1. 天文台懸掛八號或以上風球；
2. 天文台在上課時間前發出紅色或黑色暴雨警告信號；
3. 教育署宣佈學校停課；
4. 當學校附近地區天氣惡劣或發生其他緊急事故時，學校將通過電台宣佈停課。

二．學校在下列情況下之特別安排:

<table>
<thead>
<tr>
<th>情況</th>
<th>措施及安排</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 天文台在上午六時十五分前懸掛八號或以上風球；</td>
<td>1. 學校停課；</td>
</tr>
<tr>
<td>2. 天文台在上午六時十五分前發出紅色或黑色暴雨警告信號；</td>
<td>2. 校舍不開放。</td>
</tr>
<tr>
<td>3. 教育署在上午六時十五分前宣佈學校停課。</td>
<td></td>
</tr>
<tr>
<td>4. 天文台在上午六時十五分至學校上課前懸掛八號或以上風球；</td>
<td></td>
</tr>
<tr>
<td>5. 天文台在上午六時十五分至學校上課前發出紅色或黑色暴雨警告信號；</td>
<td></td>
</tr>
<tr>
<td>6. 教育署在上午六時十五分至學校上課前宣佈學校停課。</td>
<td>1. 學校停課；</td>
</tr>
<tr>
<td>7. 天文台在上課期間懸掛八號或以上風球。</td>
<td>2. 校舍開放予抵校同學；</td>
</tr>
<tr>
<td>8. 天文台在上課期間發出紅色或黑色暴雨警告信號。</td>
<td>3. 應變小組照顧抵校同學並在安全情況下讓同學回家；</td>
</tr>
</tbody>
</table>

Ying Wa College 2007-2008
三. 家長應预先指示子女有關的應變方法：

(1) 如遇上述情況，貴子弟應否留校等候家長或其他人士到校接放學；
(2) 如情況惡劣，家長未能到校接放學，而 貴子弟亦未能自行回家，家長應告知 貴子弟一位親友的聯絡電話及地址，以便 貴子弟聯絡作出適當安排；
(3) 如遇任何困難，貴子弟應當通知老師。

四. 當教育署於上午六時十五分後宣佈學校停課，校方將安排教職員當值，為返抵學校的同學點名。已返抵學校學生應立刻致電家長：

(1) 通知家長已安全返抵學校；
(2) 諮詢家長應否立刻自行回家。
已返抵學校的學生將獲准暫留學校，直至情況改善，在安全情況下始自行回家。

五. 當教育署宣佈復課，而家長認為其居住地區的天氣、道路或交通仍然惡劣，則可自行決定是否著貴子弟上學。

六. 學生如因惡劣天氣或特殊情況而導致未能出席校內測試或考試，校方不會作出任何處罰。居於離島或偏遠地區之學生如遇上述情況而導致遲到，亦不會被處罰。如遇惡劣天氣，各位家長應考慮地區性之天氣、道路及交通情況，再自行決定應否遣送貴子弟上學。

七. 校內考試期間，如遇緊急事故以致學校必須停課，該日之考試科目將延至考試最後一天之翌日按原定時間舉行。

八. 有關惡劣天氣安排之查詢，請電 2336 3388 或 2336 8838。